

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Optical Mark Forms

as requisitioned from the U.S. Government Printing Office (GPO) by

Various Government Agencies

Multiple Award in each of two Categories

TERM OF CONTRACT: The term of this contract is for the period beginning April 1, 2004 and ending March 31, 2005, plus up to *two* optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract. Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend the Term of the Contract," "Economic Price Adjustment."

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time on January 30, 2004.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, D.C. 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June, 2001.

BIDDERS, PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>

For information of a technical nature call James Grayson (202) 512-0310 (No collect calls).

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987, Rev. June 2001) and Guidelines for Specifying Quality and Determining Compliance of MICR, OCR, and OMR (GPO Pub 310.5, effective January 1993).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 3 years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Contract Term” clause. See also “Economic Price Adjustment” for authorized pricing adjustment(s).

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be periodically adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract. There will be no price adjustment for orders placed during the first period specified below.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to March 31, 2005, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers - Commodities Less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment is the percentage variation between Index averages as specified in this paragraph. An index called the variable mean index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the adjustment period. This average is then compared to the average of the monthly Indexes for the 12-month interval ending December 31, 2003, called the base mean index. The percentage change (plus or minus) of the variable mean index from the base mean index will be the economic adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with “Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items” in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 (all paper) will apply to all paper required under this contract.
2. The applicable index figures for the month of March 2004 will establish the base index.

3. There shall be no price adjustment for the first four months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fifth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{ } \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for line items(s) IV.(a) through (d) in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" and various jacket numbers for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

The Government reserves the right to approve or disapprove any subcontractor and to require such tests as considered necessary to determine such subcontractor's ability to perform. After award, no substitution or replacement of a subcontractor may be made without the prior approval of the contracting officer.

PREAWARD TESTING: If the Government deems it necessary, the prospective contractor will be required to perform a preaward test as follows:

The contractor will be required to design and print 1,000 of each of the following forms:

Two-sided NCS mark reflex. Forty-seven channels. Mark position format: 0.166 inch. Single cut sheet, printed on both sides. Final trim size 8-1/12 x 11". All response positions in the grid shall contain a printed bubble. Response positions print in NCS Blue #89 ink, or equivalent.

Two-sided Scantron. Forty-eight channels. Mark position format: 6 per inch/48 per line. Single cut sheet, printed on both sides. Final trim size 8-1/2 x 11". All response positions in the grid shall contain a printed bubble. Response positions print in Scantron Blue #390 ink, or equivalent.

These two sets of sample forms shall meet all applicable specifications of this contract.

The contractor will be required to submit these two sets (1,000 of each) of preaward test samples, the negatives, and a set of composite film positives, within 5 workdays after notification. Forms must be packed and marked in a manner which readily indicates order of printing (i.e., first to last forms off press). Sample forms must be delivered to:

U.S. Government Printing Office,
North Capitol and "H" Streets, NW
STOP: PPC, Room A-843
Attn: Contract Administrator: Program C388-M
Washington, DC 20401

The Government will approve or disapprove the preaward test samples within 5 workdays from receipt thereof.

If the test samples are disapproved by the Government, the Government at its option may require the contractor to submit an additional set of test samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government.

Test samples which do not meet these specifications may result in the contractor being declared nonresponsible.

No charges will be allowed for the Preaward test.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from April 1, 2004 through March 31, 2005 plus for such additional periods as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

QUANTITIES: This contract is for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor(s) all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor(s), requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) within the time specified in the order, and the rights and obligations of the contractor(s) and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor(s) will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, and pursuant to the section entitled "DETERMINATION OF AWARD AND PLACEMENT OF WORK," the low contractor and each successive low contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract, except when the shipping/delivery schedule cannot be met.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of machine readable, flat, folded, and marginally punched continuous forms, pamphlets, and envelopes requiring such operations as forms design and design verification, composition, film making, printing, slugging, binding, packing, and distribution.

IT IS RESPONSIBILITY OF THE CONTRACTOR TO IMMEDIATELY NOTIFY THE ORDERING AGENCY OF ANY DISCREPANCY THAT EXISTS BETWEEN THE INKS OR PAPER TO BE USED IN COMBINATION WITH THE SCANNER MODEL TO BE USED. SCANNER MODEL WILL BE LISTED ON THE PRINT ORDER.

The forms manufactured under these specifications will be processed on the following optical scanners:

NCS Pearson (formerly National Computer Systems):

Model 2020	OpScan 4	OpScan 10	OpScan 684XP
Model 9101	OpScan 5	OpScan 21	OpScan 5000I
	OpScan 7	Precept	
Bantec S Serie 220 Scanner			
Optium Solutions Corp – FAQSS Data Capture System			

NOTE: Some NCS Pearson scanners may be equipped with ink read heads.

Scantron:

Model 2000	Model 8600
Model 8000	Model 9000
Model 8400	Model 9200

NOTE: Some Scantron scanners may be equipped with ink read heads.

Cognitronics:

Series 25

Optical scanner model(s) and any special features or configurations to be used will be specified on each print order.

The marginally punched continuous forms must be suitable for operation on a Moore Business Form Model 3600, a Standard Register 2530, or similar bursting equipment.

Satisfactory compliance with these specifications requires an in-depth technical understanding of the design and manufacture of NCS Pearson, Scantron, and Cognitronics families of forms and their operation on the specified scanner sufficient to assure a successful scan rate of 99.35 percent, or greater.

All forms must satisfy the following two independent requirements:

1. Satisfactory performance on the specified scanner, and
2. Compliance with all additional specifications

TITLE: Optical Mark Forms.

NUMBER OF PAGES, QUANTITY AND FREQUENCY OF ORDERS:

Category A consists of flat forms, four-page folded forms, six-page pamphlets, eight-page glued pamphlets, and eight-, twelve-, sixteen-, twenty- or twenty-four page saddle-stitched pamphlets.

Category B consists of face only or face and back marginally punched continuous forms and envelopes.

There is no way at this time to predetermine either the number or the frequency of orders that will be placed during the term of this contract. Based on past performance, the following is anticipated:

Category A (forms/pamphlets): Approximately 25 to 125 orders will be placed per contract year with orders ranging from 400 to 650,000 copies per order. An occasional order may exceed 650,000 copies.

Category B (marginally punched continuous forms): *Based on current orders:* Approximately 10 to 35 orders per contract year will be placed with orders ranging from 50 to 1,200,000 forms per order, with a majority of the orders being 3,000 to 150,000 forms.

It is also anticipated that up to 50 percent of the orders will be for reprints, with no change or only minor revisions.

A few orders, may require composition and repro proofs only.

An occasional order will require slugging and/or printing of the name and address.

Envelopes (printed face only): It is anticipated 2 orders per contract year. It is anticipated the quantity will range from 50,000 to 200,000 envelopes.

QUANTITY VARIATION ALLOWED:

Category A (forms/pamphlets): For each order, a variation in the quantity shipped more or less than the total quantity ordered will be accepted. Any such allowable variation in the quantity shipped on each order will be shipped to one specified consignee. The following quantities and percentages will be allowed:

Up to 5,000	5% plus or minus
5,001 to 25,000	4% plus or minus
25,001 to 50,000	3% plus or minus
50,001, to 100,000	2% plus or minus
Over 100,000	1% plus or minus, not to exceed 25,000

Category B (marginally punched continuous forms): For each order, a variation in the quantity shipped more or less than the total quantity ordered will be accepted, not to exceed 10% or 25,000 sets. Any such allowable variation in the quantity shipped on each order will be shipped to one specified consignee.

EXCEPTION: NO variation in quantity will be allowed for slugged forms.

TRIM SIZES:

Category A (forms/pamphlets):

- Flat cut forms (2 page) - either 8-1/2 x 11" \pm 1/32" or 8-3/4 x 11" \pm 1/32", as indicated on the print order.
- Four page folded forms - either flat size 17 x 11" \pm 1/32" folded to 8-1/2 x 11" \pm 1/32" or flat size 17-1/2 x 11" \pm 1/32" folded to 8-3/4 x 11" \pm 1/32", as indicated on the print order.
- Eight page glued pamphlet - 8-1/2 x 10-3/4" \pm 1/32".
- Six- and 8- to 24-page saddle-stitched pamphlet - either 8-1/2 x 11" \pm 1/32" or 222 x 8-3/4 x 11" \pm 1/32", as indicated on the print order.

Category B (marginally punched continuous forms):

- One form - either 8-1/2 x 11" \pm 1/32" or 8-3/4 x 11" \pm 1/32" plus a 1/2" perforated right and left marginal strip.
- A second form - either 17 x 11" \pm 1/32" or 17-1/2 x 11" \pm 1/32" plus a 1/2" perforated right and left marginal strip.

Envelopes:

- Mail-out window envelopes: 4-1/8 x 9-1/2".
- Return envelopes: 3-7/8 x 8-7/8".

GOVERNMENT TO FURNISH:

For all new or greatly revised orders, the Government shall provide manuscript copy, electronic copy, mock-ups, dummies, and/or specifications of any special requirements.

For minor revisions, the Government shall provide reprint copy and/or electronic reprint copy.

Electronic copy shall be electronic files created using either NCS DesignExpert (TM) software or Scantron FLIPS, ScanSurvey, PulseSurvey, or PulseSurvey II software, as applicable for the specified scanner. These files shall be provided on high density 3-1/2" microdiskettes. The operating environment for these files is Apple Computer's Macintosh/System 7 or MS-DOS/MS Windows, as appropriate.

Camera copy for indicia on return envelopes and mail-out window envelopes, to be reproduced at same size.

Occasionally, one to three printed forms, size 8-3/4 x 3-3/4" and 8-1/2 x 11", prefolded to lettersize, may be supplied to be inserted into envelopes along with the printed scannable product of this contract.

The Government may occasionally furnish preprinted envelopes for a mailing.

Distribution lists.

Preaddressed pressure-sensitive labels 4 x 1-7/16" on 4-3/4" wide continuous strip, folded every 8 labels. Labels are not ZIP code sorted.

Computer tapes for slugging.

One reproduction proof, form 905 (Rev. August 1995) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

FORMS DESIGN AND DESIGN VERIFICATION:

The agency may require assistance in developing and optimizing the design of new forms. The agency may provide rough design concepts and/or sketches, or may provide manuscript copy and/or electronic copy. The contractor will produce a comprehensive layout by adding instructions, examples, line art, shading, spine and page codes, timing tracks, response bubbles, and all other required elements. The contractor works with the agency to identify and address any special forms requirements dictated by the scanner and application. The contractor verifies the suitability of new and existing designs for satisfactory performance on the specified scanner. It is the responsibility of the contractor to notify the Government of actual or potential conflicts with a given design/scanner combination. The agency will have

the final approval of the forms design, including aesthetics, layout, and wording. The agency will determine whether layouts will be transmitted as electronic copy.

COMPOSITION:

New Forms: Contractor must create mechanicals from furnished manuscript copy and/or electronic copy exactly as specified. Photographical reproduction of Government furnished copy is not permitted under any circumstances. The placement of all features which are response position related in Government furnished copy is given with accuracy sufficient only to identify row and column within the response grid.

Reprints: There may be occasional reprints which may or may not require minor revisions. If minor revisions are required, the contractor must make all necessary changes (e.g., setting and mending of film negatives on hand). Reprints must satisfy all requirements as for new forms.

Machine-Readable Elements: For the purpose of these specifications, "machine-readable elements" shall refer to all printed elements affecting form readability and scanner performance (e.g., timing marks, response bubbles, spine, skunk, and page codes).

Position of Machine-Readable and Other Precision Elements: The contractor is responsible for the correct placement of machine-readable elements and for the design and placement of targets, trim marks, and any other features needed for quality control during manufacturing and for testing and evaluation. EXHIBITS A and B show example of trim and register targets. EXHIBIT C specifies the position of machine-readable and other precision elements for Cognitronics Series 25 format forms.

Portable Document Format (PDF) File: When requested by the ordering agency, contractor must furnish a Portable Document Format (PDF) file of the final production files.

FILMS:

The contractor must make all films required. The contractor will be required to hold, at no additional expense to the Government, the films produced for each order. However, when requested by the Government, the contractor shall be required to return all films and furnished material, if still in possession of contractor, for the applicable print order.

NOTE: The grid uniformity of machine-readable elements may not vary by more than ± 004 inches in either the horizontal or vertical direction.

For each print order for new forms, contractor must make one set of composite film positives of each scannable page only, which shall serve as the specified standard for the evaluation of variation in image placement of machine-readable elements. Film positives will not be required on any reprint orders.

PROOFS:

Three sets of proofs will be required for all new orders and when specified on the print order for reprints.

Proofs shall consist of a composite print showing registration of the colors printing together on contrasting acetate overlays. The acetate positives must be on nonshrinkable material approximately .007" in thickness, and must include all register and trim marks.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

When proofs are required, contractor must not print prior to his receipt of an "OK to Print".

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

White Optical Mark Sense Scanner Form Paper specifications shall apply when reflective paper is required.

White, Violet, or Gray Mark Read Bond specifications shall apply when transmitted paper is required.

All paper used must be of a uniform shade.

White Optical Mark Sense (OMSS) Scanner Paper (60-lb.):

Stock:	100 pct bleached chemical wood pulp, free from fabric fibers. Fluorescence (Optical Brighteners) due to residual white water, broke, or natural fibers is NOT permitted. <i>NOTE: Recovered fiber, in any percentage, is encouraged, provided that the requirements of this specification are met. Any deviation from this requirement shall be sufficient cause for rejection of this paper.</i>		
Moisture content:	Average (percent)	5.5	
	A tolerance of ± 1 percentage point shall be allowed.		
Acidity:	pH value, average, not less than.....	5.0	
Grammage:	Average (g/m ²).....	90	
	(Basis weight: 500 sheets, 25 x 38") (pounds).....	60	
	A tolerance of ± 5 pct shall be allowed.		
Stiffness:	Gurley, average, not less than –:		
	Machine direction (mg)	200	
	Cross direction (mg)	100	
	OR		
	Taber, average, not less than –		
	Machine direction (units).....	3.7	
	Cross direction (units).....	1.8	
Bursting strength:	Average, not less than (kPa)	130	
	Equivalent (lb/in ²).....	19	
Tearing strength:	Average, each direction, not less than (mN)	630	
	Equivalent (grams).....	65	
Dimensional Stability (based on pct change from 20 pct to 80 pct relative humidity):	Shall not exceed (percent) –		
	Machine direction	0.10	
	Cross direction	0.25	
Pick resistance:	Average, each side, not less than 12-A Dennison wax number.		
Brightness:	Average, each side, not less than (percent).....	79	
Opacity:	Average, not less than (percent).....	90	
Thickness:	Average (mm).....	0.112	
	Equivalent (inch)	0.0044	
	A tolerance of ± 0.005 mm (0.0002") shall be allowed.		
Smoothness:	Average, each side (units).....	100 to 200	
Porosity:	Average, not less than (seconds).....	15 to 45	
Grain direction:	Shall be as specified.		
Color:	White. The reflectance in the 700 to 1,000 nanometer region shall average not less than 70 pct when measured with the Kidder model 081 tester.		
Cleanliness:	Dirt content (all particles) average, each side, not to exceed (parts per million)		
		10	
	No particle shall exceed 0.06 square millimeter in size.		

Testing: Shall be conducted in accordance with the standards in Part 4 of the Government Paper Specification Standards, No. 11.

Acceptance Criteria, Part 4 of the Government Paper Specification Standards, No. 11, shall **NOT** apply.

White Optical Mark Sense (OMSS) Scanner Paper (80-lb.):

Stock:	100 pct bleached chemical pulp. No fluorescent (optical) brighteners shall be added to the pulp or paper during manufacture. Fluorescence, due to residual white water, broke, or natural fibers, is permissible, provided the increase in reflectance, measured with and without the ultraviolet component of a light source of 3100 kelvin in combination with a C.I.E. (International Commission on Illumination) Z (blue) filter, does not exceed 2.0 pct. <i>NOTE: Postconsumer fiber, in any percentage, is encouraged, provided that the requirements of this specification are met.</i>	
Acidity:	pH value, shall average not less than	5.0
Grammage:	Average (g/m ²).....	120
	(Basis weight: 500 sheets, 25 by 38") (pounds).....	80
	A tolerance of ±5 percent shall be allowed.	
Stiffness:	Gurley, average, not less than –	
	Machine direction (mg)	700
	Cross direction (mg)	350
	OR	
	Taber, average, not less than –	
	Machine direction (units).....	10.0
	Cross direction (units).....	5.0
Bursting strength:	Average, not less than (kPa)	200
	Equivalent (lb/in ²).....	30
Tearing strength:	Average, each direction, not less than (mN)	880
	Equivalent (grams).....	90
Dimensional stability (based on pct change from 20 pct to 80 pct relative humidity):		
	Shall not exceed (percent) –	
	Machine direction	0.10
	Cross direction	0.25
Pick resistance:	Average, each side, not less than 12-A Dennison wax number.	
Opacity:	Average (percent)	95 to 97
	Shall be uniform throughout the form.	
Thickness:	Average (mm).....	0.019
	Equivalent (inch)	0.0075
	A tolerance of ±0.0011 mm (0.0004") shall be allowed. Paper shall be uniform and shall not vary more than 0.011 mm from one edge to the other.	
Smoothness:	Average, each side (units).....	300 to 350
General appearance:	Paper shall conform to the standard sample(s) adopted by the Government.	
Color:	Shall be uniform with a target brightness of 83 pct. The color variation shall not exceed	
	DE(CIELAB) = 1.0.	
Finish:	Shall be uniform; to match the government standard.	
Cleanliness:	The dirt count for each side of the paper shall not exceed 10 parts per million (ppm). No sample	
	sheet (600 to 650 cm ² in size) shall contain more than one defect with an equivalent area of 0.25 mm ² or greater.	

Use information: This paragraph is informational only and is not exclusively definitive of the end use. For face and back offset printing. For use in NCS Pearson optical mark readers which use reflective light technology.

Testing: Shall be conducted in accordance with the standards in Part 4 of the Government Paper Specification Standards, No. 11.

Acceptance Criteria, Part 4 of the Government Paper Specification Standards, No. 11, shall **NOT** apply.

White Optical Mark Read Bond (OMR Bond) Paper:

Stock:	Principally bleached chemical pulp; the remainder free from groundwood or unbleached pulp.	
Grammage:	Average (g/m ²).....	79
	(Basis weight: 500 sheets, 17 x 22") (pounds).....	21
	A tolerance of ± 5 pct shall be allowed.	
Stiffness:	Average, each direction, not less than –	
	Gurley (mg)	100
	OR	
	Taber (units)	1.2
Bursting Strength:	Average, not less than (kPa)	180
	Equivalent (lb/in ²).....	27
Dimensional Stability (based on pct change from 20 pct to 80 pct relative humidity):		
	Shall not exceed (percent) –	
	Machine direction	0.10
	Cross direction	0.25
Opacity:	Average (percent)	82 to 85
	Shall be uniform throughout the form.	
Thickness:	Average (mm)	0.112
	Equivalent (inch)	0.0044
	A tolerance of ± 0.008 mm (0.0003") shall be allowed.	
Porosity:	Average, not less than (seconds).....	30
Smoothness:	Average, each side (units).....	100 to 200
Color:	Shall be white; shall match the government standard.	
	For information only, the CIELAB values for the government standard are:	
	L* = 97.0	
	a* = -1.0	
	b* = 3.0	
Formation:	Shall be EXTREMELY uniform; match the government standard.	
Cleanliness:	Dirt content, average, each side,	
	not to exceed (parts per million)	10

Use information: This paragraph is informational only and is not exclusively definitive of the end use. For use in NCS Pearson optical mark readers.

Testing: Shall be conducted in accordance with the standards in Part 4 of the Government Paper Specification Standards, No. 11.

Acceptance Criteria, Part 4 of the Government Paper Specification Standards, No. 11, shall **NOT** apply. *NOTE: Any deviation from the specifications on OPACITY AND FORMATION is critically defective; and paper is subject to rejection.*

Violet Optical Mark Read Bond (OMR Bond) Paper:

Stock:	Principally bleached chemical pulp; the remainder free from groundwood or unbleached pulp.	
Grammage:	Average (g/m ²).....	79
	(Basis weight: 500 sheets, 17 x 22") (pounds)	21
	A tolerance of ± 5 pct shall be allowed.	
Stiffness:	Average, each direction, not less than –	
	Gurley (mg)	100
	OR	
	Taber (units)	1.2
Bursting Strength:	Average, not less than (kPa)	180
	Equivalent (lb/in ²).....	27

Dimensional Stability (based on pct change from 20 pct to 80 pct relative humidity):

	Shall not exceed (percent) –	
	Machine direction	0.10
	Cross direction	0.25
Opacity:	Average (percent)	82 to 89
	Shall be uniform throughout the form.	
Thickness:	Average (mm)	0.112
	Equivalent (inch)	0.0044
	A tolerance of ± 0.008 mm (0.0003") shall be allowed.	
Porosity:	Average, not less than (seconds).....	30
Smoothness:	Average, each side (units).....	100 to 200
Color:	Shall be violet; shall match the government standard.	
Formation:	Shall be EXTREMELY uniform; match the government standard.	
Cleanliness:	Dirt content, average, each side, not to exceed (parts per million)	10

Use information: This paragraph is informational only and is not exclusively definitive of the end use. For use in National Computer Systems optical mark readers.

Testing: Shall be conducted in accordance with the standards in Part 2 of the Government Paper Specification Standards, No. 11.

Acceptance Criteria, Part 4 of the Government Paper Specification Standards, No. 11, shall **NOT** apply. *NOTE: Any deviation from the specifications on OPACITY AND FORMATION is critically defective; and paper is subject to rejection.*

Gray Optical Mark Read Bond (OMR Bond) Paper:

Stock:	Principally bleached chemical pulp; the remainder free from groundwood or unbleached pulp.	
Grammage:	Average (g/m ²).....	79
	(Basis weight: 500 sheets, 17 x 22") (pounds).....	21
	A tolerance of ± 5 pct shall be allowed.	
Stiffness:	Average, each direction, not less than –	
	Gurley (mg)	100
	OR	
	Taber (units)	1.2
Bursting Strength:	Average, not less than (kPa)	180
	Equivalent (lb/in ²).....	27
Dimensional Stability (based on pct change from 20 pct to 80 pct relative humidity):		
	Shall not exceed (percent) –	
	Machine direction	0.10
	Cross direction	0.25
Opacity:	Average (percent)	92 to 95
	Note: Opacity shall be uniform throughout the form.	
Thickness:	Average (mm)	0.112
	Equivalent (inch)	0.0044
Porosity:	Average, not less than (seconds).....	30
Smoothness:	Average, each side (units).....	100 to 200
Color:	Shall be gray; shall match the government standard.	
Formation:	Shall be EXTREMELY uniform; match the government standard.	
Cleanliness:	Dirt content, average, each side, not to exceed (parts per million)	10

Use information: This paragraph is informational only and is not exclusively definitive of the end use. For use in NCS Pearson optical mark readers.

Testing: Shall be conducted in accordance with the standards in Part 4 of the Government Paper Specification Standards, No. 11.

Acceptance Criteria, Part 4 of the Government Paper Specification Standards, No. 11, shall **NOT** apply. *NOTE: Any deviation from the specifications on OPACITY AND FORMATION is critically defective; and paper is subject to rejection.*

Envelopes:

White and Colored Wove, basis weight: 24 lbs per 500 sheets, 17 x 22".

PRINTING:

Optical mark forms: Print black plus one or two additional colors. Colors of ink will be specified on individual print orders or copy.

Envelopes: Print face only in black ink.

Identification Numbers: The contractor will place an identification number (up to a seven digits) on each leaf of specified 4-, 6-, and 8-page forms and pamphlets in Category A and the 17 or 17-1/2 x 11" form (two forms on each side) in Category B.

Serial and Encoded Machine-Readable Data: The contractor may be required to print encoded machine-readable data as indicated on the print order, agency supplied instructions, or copy. Examples are spine, skunk, and page codes, serialization, and slugging. Serialization may also require that the human readable equivalent information be imaged. Slugging may be required only for Category B (marginally punched continuous forms). Slugging may not fall more than .005" outside the intended response position. Slugging must use the characters "@" or "#". Slugging which is performed using an impact line or page printer must be double struck; nonimpact slugging must be bold. The contractor shall determine the most effective method for printing variable and encoded data, and must ensure that all scanner requirements are satisfied.

On some IRS orders, contractor may be required to make plate changes for district code changes.

INK REQUIREMENTS:

Black ink: All machine-readable printing (non-dropout) shall print in black ink. Black ink density and/or print contrast signal must satisfy all read ink requirements of the specified scanners. Black printing must have sharp edges. Excessive voids, bridging, smearing, ghosting, or scumming of black printing shall render a form defective. The maximum allowable size of a void in machine-readable black printing is 0.000016 sq in.

Colored (Background) inks: The contractor will be required to provide the inks as listed in ATTACHMENTS 1 through 3 on pages 31 and 32 (for NCS Pearson scanners, for Scantron scanners, and for Cognitronics scanners). All colored inks and color printing (dropout) must be fully compatible with the specified scanners.

All colored printing for NCS Pearson and Scantron forms must satisfy the specified minimum visual print contrast signal (PCS) and maximum infrared print contrast signal (IR PCS). PCS will be evaluated using a Macbeth PCM II using the "A" or "C" filter, white backing, as appropriate. Any form which fails to satisfy the minimum and maximum PCS requirements shall be considered defective.

All color printing for Cognitronics forms must satisfy the requirements stated in Attachment 3.

The total range of variation of the IR PCS of any drop-out ink shall not exceed ± 0.05 .

CAUTION: All forms manufactured on this contract will be read on scanners utilizing standard readheads unless specifically indicated on the print order that an ink readhead is to be used. When ink readhead is indicated on the print order, only the dropout inks designated as ink readhead safe are to be used. It is the responsibility of the contractor to immediately notify the ordering agency of any ink readhead incompatible color, or screen-only color, that is incorrectly specified.

Laser Compatible Ink: Laser compatible ink, if used, will be required to withstand laser processing heat on forms that require subsequent laser slugging and identification. These inks must meet the specifications of laser printer manufacturers and must be tested by the contractor.

BINDING AND TRIMMING:

Registration edges must be trimmed to within ± 0.005 " of nominal. The contractor shall provide printed trim targets (see EXHIBIT A) along the reference edge(s) which serve as a go/no-go gauge.

Flat Cut Forms must be trimmed exact to $8\text{-}1/2$ or $8\text{-}3/4 \pm 1/32$ " x $11 \pm 1/32$ ".

Folded forms and pamphlets of folded forms, trim each 4-page signature to 17 or $17\text{-}1/2 \pm 1/32$ " x $11 \pm 1/32$ " and fold to $8\text{-}1/2$ or $8\text{-}3/4 \pm 1/32$ " x $11 \pm 1/32$ " with face out. Products of 8 or more pages insert and saddle stitch on the 11" dimension.

Six-page pamphlets, at the contractor's option, shall be produced by one of two methods: three 2-page cut forms trimmed to final product size. Glue line must be approximately $1/16$ " wide; must be within $1/8$ " of the spine code edge of the finished form; and must firmly hold the forms together. The second method is a 4-page pamphlet with a 2-page cut form inserted. The 2-page cut form shall be inserted and glued as per the gluing requirements described in method one above.

Eight-page glued pamphlet shall be produced with a $1/8 \pm 1/16$ " wide glue line pasted on the fold. All glue must remain within $1/8$ " of the fold. The glued booklet will trim to $8\text{-}1/2$ x $10\text{-}3/4 \pm 1/32$ ".

Marginally Punched Continuous Forms (Category B)- Generally, trimming will be required. However, when continuous forms require folding, after bursting/trimming and folding, the forms must meet the tolerances for folded forms above.

On some orders for marginally punched continuous forms the contractor will be required to insert from one to three furnished documents (some may require folding) into envelopes, along with the scannable form printed by the contractor.

PERFORATION (Category A): When specified on the print order, pamphlets of 4 or more pages will be perforated (slit or slot without ink) along the entire 11" dimension. The pamphlet may be perforated either on the fold or up to $1/2$ " from the fold. The perforation must be located not less than $1/4$ ", but not more than $1/2$ " from the fold. The print order will specify the location $\pm 1/32$ ", and either 6, 8, or 10 teeth to the inch.

FOLDING FORMS: Letter folding (one or two folds) may be required for any 2-page flat cut form or 4-page folded form. The fold must be tight (to allow for possible mechanical insertion), and must be within $\pm 1/16$ " of the specified location(s) shown on the approved proof. Folded forms must be held tightly in units of 100 by shrink film wrapping.

CORNER CUTS: When required, the contractor will be required to corner cut all documents appropriate to the type of form being printed. The corner cuts allow quick visual identification of any misaligned sheets in batch to be scanned. The corner cut will be: *top:* $.24$ " (+ $.08$ ", - $.04$ ") x *side:* $.28$ " (+ $.08$ ", - $.04$ ") triangular corner cut on the outside corner of flat cut forms and pages 1 and 4 of each page signature of pamphlets.

ENVELOPES:

Mail-out Envelope: Open top with diagonal seams and gummed flap. A 4-3/4 x 1-1/4" window with round corners on face at 3/4" from left edge and 1/2" from bottom edge. Window shall be of transparent material securely glued to inside of envelope.

Return Envelopes: Open top with diagonal seams and gummed flap.

PERFORMANCE:

The forms shall read continuously on the specified scanner. The reject rate due to manufacturing deficiencies shall not exceed 0.65 percent of the items when run on the specified equipment. A form is a reject when it cannot be correctly processed on the first pass through the specified reading equipment. Acceptability of the lot for readability shall be based on the number of rejected items in a sample of the size specified in ANSI/ASQC Z 1.4, Sampling Procedures and Tables for Inspection by Attributes, with AQL equal to 0.65 percent. For evaluation of readability, the sampling unit of product shall be an individual form. Readability tests are independent of tests and evaluations of all other product characteristics. At the option of the Government, the sample may consist of sequential items from one or more portions of the lot rather than a random sample.

FORM RELATED CRITICAL DEFECTS:

The following defects shall be considered critical:

1. Deviation of position of machine-readable elements by more than ± 0.010 " from the specified standard in either horizontal or vertical direction.
2. Variation in the trim of registration edge by more than ± 0.005 " from the nominal. This shall be immediately evident from the trim marks.
3. Any single measurement of infrared print contrast of the dropout ink greater than the maximum infrared print contrast signal for the specified ink, if applicable.
4. Average of at least 3 readings of visual print contrast of the dropout ink less than the minimum visual print contrast signal for the specified ink, if applicable.
5. Greater than ± 0.05 infrared print contrast signal on any form.
6. Ink density less than minimum specified, if applicable.
7. Any feature not in compliance with specifications of EXHIBITS A through C.

The number of page related critical defects shall not exceed 0.65 percent. Acceptability of the lot for critical defects shall be based on the number of rejected items in a sample of the size specified in ANSI/ASQC Z 1.4, Sampling Procedures and Tables for Inspection by Attributes, with AQL equal to 0.65 percent. The sampling unit of product shall be an individual form. Critical defect evaluation is independent of performance. At the option of the Government, the sample may consist of sequential items from one or more portions of the lot rather than a random sample.

FILM RELATED CRITICAL DEFECTS:

Variation in grid uniformity of machine-readable elements on the films greater than ± 0.004 " in either horizontal or vertical direction shall be a critical defect. The Government reserves the right to reject any lot produced from films containing greater than ± 0.004 " variation in grid uniformity.

QUALITY ASSURANCE PROVISIONS:

Responsibility for Test and Inspection: The contractor is responsible for any inspections and tests required to ensure that the supplies provided under the contract conform to the specifications and contract requirements listed herein. The right of the Government to perform inspections and test does not relieve the contractor from this responsibility. Inspection shall be made by the contractor of a representative sample of finished items to determine compliance with specifications. The sampling and inspection may be performed during the course of the production run.

Contractor's Records: The contractor shall maintain records of all inspections and tests performed on the supplies provided under the contract. The contractor shall save and preserve all records of these inspections and tests for a minimum of 90 days after delivery or until they are released by the Government. The contractor agrees to make available for inspection by the Government, all records of these inspections and tests.

PRIOR TO PRODUCTION SAMPLES:

When prior to production samples are required on any order, by any of the ordering agencies, it will be indicated on the print order (GPO Form 2511). The sample requirement for this contract is not less than 50 printed copies. Each sample must be constructed as specified using the form, ink, equipment, and methods of production which will be used in producing the finished product. Paper used for samples must be of the size, kind, and quality the contractor will furnish. Pre-slugging will not be required on prior to production samples.

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials, quality of reproduction, and satisfactory processing on the machine indicated.

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the ordering agency at the address as listed on the print order. 50 samples will be tested for conformance of material(s). 50 samples will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 10 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government at its option may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance With Schedules" of contract clauses in GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987, Rev. June 2001).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. Costs for all required prior to production samples shall be charged under Item V.(d).

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

PACKING:

Category A:

Flat cut forms, folded forms and pamphlets shall be shrink wrapped in units of 25, 50, 75, 100, 250, and 500, as specified on the print order.

Bulk Shipments:

Pack shipping containers as follows: Flat cut sheet forms - 3,000; Four page folded forms - 1,500; Six page pamphlets - 1,000; and Eight page pamphlets - 700. Maximum weight of shipping containers when fully packed is (39 pounds). Pallets, when required must be wrapped to protect the boxes from water damage.

Mailed Shipments:

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).

Category B (marginally punched continuous forms):

Pack all un-bursted, unfolded forms at 2,000 per container with no more than one break per container; splicing is permitted. If bursting or folding is required, packing will be the same as for cut sheet forms under Format A above.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): Unless otherwise specified on the print order, Departmental Random Copies shall be selected for all orders which do not contain serialization. These orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity Ordered	Forms
	Number of Sublots
12,000 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent the address indicated on the print order.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

DISTRIBUTION:

Ship f.o.b. destination to areas within the commercial zone of Washington, DC (which includes Alexandria, VA, Merrifield, VA, and Seabrook, MD). Ship f.o.b. contractor's city for all other destinations.

Mail f.o.b. contractor's city at First Class presort rate to destinations within the United States.

NOTE: Whenever slugging and mailing with additional furnished items being inserted into the envelope is required, care must be taken so as to not damage the scannable forms in such a manner so as to render the forms unscannable and/or to obscure the name and address on the form. After mailing, the contractor must return any remaining materials, including government furnished items, to the ordering agency at the address indicated on the print order.

If quantities are ordered for foreign destinations, detailed instructions will be provided with the individual print order.

Complete addresses and quantities will be furnished with the print orders.

The contractor is cautioned that "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

All mailing shall be made at the First Class rate or express mail, as directed on the print order.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

When mailing is required, the contractor must return all U.S. Postal Service Forms 3602's, 3602G's and 3601's within 5 workdays after mailing, identified with the print order number and the name, address, and zip code of the post office responsible for the mailing, to the ordering agency as indicated on the print order.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service. Government bills of lading will be furnished by the GPO for all shipments requiring a bill of lading. The contractor must combine on one bill of lading (and a continuation sheet, if required) all orders scheduled for shipment to a single destination on the same day.

In the event an advance supply of partially completed Government Bills of Lading (GBL) are furnished, the contractor shall type in all necessary information as instructed on either GPO Form 2153 or 2344 for each shipment. Distribution of each GBL for each shipment will be as instructed on one of GPO Forms 276 through 281. GBL's furnished for one Government department or agency shall not be used for another. The contractor will be held accountable to the GPO for all furnished GBL's. All unused GBL's shall be returned to the U.S. Government Printing Office, Stop: PPST, Washington, DC 20401, with the original copy of GPO Form 192, within 30 days of the termination of this contract.

SCHEDULE:

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

No definite schedule for pickup of material can be predetermined.

The print orders and furnished material will be available for pick up at various agencies within the Washington DC commercial area.

Submission of proofs shall be sent VIA Express Mail or overnight small package carrier to insure prompt and verified (signature) delivery.

Upon completion of orders, all furnished materials, and negatives when requested, must be delivered VIA a traceable means within 5 workdays from the stated ship date to the address listed on the print order.

Also, upon completion of each order for new forms only, the complete set of composite film positives of each scannable page (see page 9) must be delivered in a package identified with the program number and the print order number, by traceable means to:

U.S. Government Printing Office,
North Capitol and "H" Streets, NW
STOP: PPC, Room A-843
Attn: Contract Administrator-Program C388-M
Washington, DC 20401

Upon completion of the contract (unless contractor is once again the successful bidder), all film negatives made and held by the contractor must be delivered within 5 workdays VIA a traceable means to:

U.S. Government Printing Office
North Capitol and "H" Streets, NW
Contract Compliance Section
STOP: PPS, Room C-811
Washington, DC 20401

The films delivered to the Government must be the final films used for printing.

The following schedule begins the workday after notification of the availability of the print order and furnished material; the workday after notification will be the first workday of the schedule.

The schedule of subsequent steps begins the day after notification of availability of revisions/corrections from the prior step. The ordering agency will take up to 10 workdays to review/revise mock-ups, proofs, and prior to production samples.

	<u>Workdays After</u>			<u>Category B</u> Marginally punched continuous forms
	<u>Category A</u>			
	<u>2 or 4 pages</u>	<u>6 pages</u>	<u>8-24 pages</u>	
1. Contractor produces design and mock-up.	5	5	6*	5
2. Contractor produces a dummy.	5	5	6*	5
3. Contractor submits first proof.	7	10	12*	7
4. Contractor submits second proof. (major revisions add 2 workdays)	5	5	7*	5
5. Contractor ship/mail finished products for first 100,000 after receipt of "OK" from agency. (Add 1 day per additional 100,000)	5	7	10*	5
6. Slugging and bursting continuous feed, if required, for first 100,000. (add 1 workday for additional 50,000)	--	--	--	10

	<u>Workdays After</u>			<u>Category B</u> Marginally punched continuous <u>forms</u>
	<u>Category A</u>			
	<u>2 or 4</u> <u>pages</u>	<u>6</u> <u>pages</u>	<u>8-24</u> <u>pages</u>	
7. Slugging and bursting, if required, as cover sheet for pamphlet or booklet, for first 100,000. (add 1 workday for each additional 100,000)	--	--	--	15
8. Laser slugging/addressing and bursting for first 100,000. (add 1 workday for each additional 50,000)	--	--	--	15
9. Folding to letter size, if required, for first 100,000. (add 2 workdays per additional 100,000)	7	12	--	5
10. Inserting marginally punched continuous forms, furnished pamphlets and/or flat forms into envelopes, if required, for first 100,000. (add 2 workdays per additional 100,000)	5	5	5	5

*Add 1 workday for each 4 page signature over 8 pages.

NOTE: 15 additional workdays will be added to schedule on any orders requiring prior to production samples.

Reprint Orders:

For straight reprint orders, **NO PROOFS**, complete production and distribution must be made in 10 workdays for quantities up to 100,000 copies. Five additional workdays will be allowed for quantities over 100,000 copies.

For reprint orders requiring minor revisions, **NO PROOFS**, complete production and distribution must be made in 15 workdays for quantities up to 100,000 copies. Five additional workdays will be allowed for quantities over 100,000 copies.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0800; callers outside the Washington, D.C. area may call toll free 1-800-245-5476 or by FAX request: (202) 512-1410.

SECTION 3. – DETERMINATION OF AWARD AND PLACEMENT OF WORK

Procurement under this solicitation will be divided into 2 categories as follows:

Category A: forms/pamphlets.

Category B: marginally punched continuous forms.

The Government will make multiple awards in each category since it is anticipated that one firm may not be able to meet all of the requirements.

Each order will be individually abstracted to determine the lowest bid.

In placing work, the Government will first communicate with the low contractor in each category to determine whether or not at that time one or more orders for specified quantities can be accepted for shipment within the time required by the Government. The Government will be obligated to place each order with the low contractor first, the next low contractor second, and so on until the order has been accepted. Placement of orders shall be made only to those contractors whose prices are determined to be fair and reasonable. The low contractor and each successive next low contractor shall be obligated to accept the order except when the shipping schedule cannot be met. Contractors refusing to accept orders with the requested ship date shall be required to provide the best date that can be met. When the contractor accepts, a formal print order will be issued.

Due to the urgency of the work, orders will be placed by telephone and the contractor must reply within one (1) hour whether or not the order can be accepted.

Any contractor's position in the sequence of awards may be jeopardized by consistently refusing work of one type and accepting work of another. When such an instance is found, the contractor involved will be notified and unless prompt adjustment in order acceptance is made to maintain the lowest cost to the Government, the contractor may be disqualified from further participation under this contract.

EXCEPTION: Noncompliance with the shipping and/or delivery schedule, or any other term, condition, or specification of this contract will be cause, and the GPO reserves the right, to withhold further orders until the contractor is judged by the Government to have established adequate procedures to fulfill the requirements.

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all shipments sent under Government bills of lading and/or Postage and Fees paid labels and f.o.b. destination for all other shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided, in the category or categories for which bids are submitted. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

An entry of NB (No Bid) must be entered if bidder does not intend to furnish certain items.

Bids submitted with blank spaces for the individual items will be considered as an entry of NB for that particular item.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

Cost of all required paper must be charged under Item V.

I. COMPOSITION (Categories A and B): Prices offered must include the cost of all proofs.

- (a) Forms in two ink colors per page \$ _____
- (b) Forms in three ink colors per page \$ _____
- (c) Revised Reprints per page \$ _____
- (d) Author's alterations
(Minimum charge shall be \$10.00) per square inch..... \$ _____

The prices offered for Item I.(c) "Revised Reprints" must include the cost of setting and mending films (not to exceed four lines of text). Changes which exceed four lines will be charged under Item I.(d) "Author's Alterations".

II. FILMS (Categories A and B):

Trim/Page-Size Film: One basic charge will be allowed for each color on each printed page or side (face and back) of the product.

- (a) Trim/Page-size unit per film \$ _____
- (b) Composite film positives per page/per film \$ _____

(Initials)

- III. PRINTING, BINDING, AND DISTRIBUTION: The prices offered must be all-inclusive for printing and binding (as required), in accordance with these specifications: and shall include the cost of all required materials and operations, as applicable to the binding style(s) ordered. Prices offered must also include the cost of the Prior to Production Samples. The cost of all required paper must be charged under item V.

Category A (Forms/Pamphlets):

	<u>Black Ink plus a Color Other Than Black</u>		<u>Each Additional Color of Ink</u>	
	<u>Makeready and Setup Charges</u> (1)	<u>Per 1,000 Copies</u> (2)	<u>Makeready and Setup Charges</u> (3)	<u>Per 1,000 Copies</u> (4)
(a) Two-page product (trimming 4-sides)..... per product	\$_____	\$_____	\$_____	\$_____
(b) Four-page product, no stitching, including folding..... per product	\$_____	\$_____	\$_____	\$_____
(c) Six-page product, including binding per product	\$_____	\$_____	\$_____	\$_____
(d) Glued eight-page product, including binding per product	\$_____	\$_____	\$_____	\$_____
(e) Saddle-stitched, including binding per 4-page signature	\$_____	\$_____	\$_____	\$_____

Category B (marginally punched continuous forms):

	<u>Black ink plus a Color Other Than Black</u>		<u>Each Additional Color of Ink</u>	
	<u>Makeready and Setup Charges</u> (1)	<u>Per 1,000 Copies</u> (2)	<u>Makeready and Setup Charges</u> (3)	<u>Per 1,000 Copies</u> (4)
(f) Two-page product, printed face onlyper product	\$_____	\$_____	\$_____	\$_____
(g) Two-page product, printed face and backper product	\$_____	\$_____	\$_____	\$_____
(h) Four-page product.....per product	\$_____	\$_____	\$_____	\$_____

Envelopes:

- (i) Mail-out window envelopes
4-1/8 x 9-1/2" (including paper) per 1,000 envelopes \$_____

(Initials)

- (j) Return envelopes
3-7/8 x 8-7/8" (including paper) per 1,000 envelopes \$_____

IV. PAPER (Categories A and B): Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves for text will be based on each page-size leaf. All 17 or 17-1/2 x 11" forms will be counted as two page-size 8-1/2 or 8-3/4 x 11" leaves.

Per
1,000 leaves

- (a) White Optical Mark Sense (OMSS) Scanner (60-lb.).. \$_____
- (b) White Optical Mark Sense (OMSS) Scanner (80-lb.).. \$_____
- (c) White Optical Mark Read Bond (OMR Bond) (21-lb.) \$_____
- (d) Colored Optical Mark Read Bond (OMR Bond) (21-lb.) \$_____

V. ADDITIONAL OPERATIONS:

Category A:

(a) Identification numbers in highly reflective ink:

- (1) Two-page product..... per 1,000 copies..... \$_____
- (2) Four-page folded product per 1,000 copies..... \$_____
- (3) Six-page product..... per 1,000 copies..... \$_____
- (4) Eight to twenty-four page product,
per 4-page signature per 1,000 copies..... \$_____

NOTE: Charges under line (a)(4) are for saddle-stitch or glued products.

- (b) Shrink film wrapping per 1,000 wrap..... \$_____
- (c) Folding to letter size..... per 1,000 copies..... \$_____
- (d) Prior to production samples, all formats,
per leave (2 pages) per 50 copies..... \$_____
- (e) Plate Change per plate..... \$_____

(Initials)

Category B:

- (f) Folding to letter size, including Government furnished printed forms per 1,000 copies..... \$ _____
- (g) Slugging:
- (1) Slug marks and numbers from copy per 1,000 copies..... \$ _____
- (2) Slug marks and numbers and/or name and addresses from magnetic tape per 1,000 copies..... \$ _____
- (h) Bursting per 1,000 copies..... \$ _____
- (i) Folding to 8-1/2 or 8-3/4 x 11" (burst forms) per 1,000 copies..... \$ _____
- (j) Insert one scannable form, one to three non-scannable forms, and one 3-7/8 x 8-7/8" return envelope into a 4-1/8 x 9-1/2" window envelope and mail, First Class Presort per 1,000 envelopes \$ _____
- (k) Portable Document Format (PDF) file per 8-12 x 11" page format \$ _____
- (l) Mod 11 Sequential Numbering per 1,000 copies..... \$ _____

VI. PACKING:

Categories A and B:

1. Bulk shipments (other than by mail):

- (a) Packing and sealing shipping containers per container \$ _____
- (b) Palletizing per pallet \$ _____

Category B only:

2. Mailing:

- (a) Multiple copies in kraft envelope (up to 200 leaves) per envelope \$ _____
- (b) Single or multiple copies over 200 leaves, up to 12 lbs., in cushioned shipping bags, or wrapped in shipping bundles (maximum gross weight 6.3 kg (14 lbs.) per bag or bundle \$ _____
- (c) Quantities over 12 lbs., up to 24 lbs., wrapped in shipping bundles, or packed in shipping containers, at contractors option (maximum gross weight 27 lbs.) per container \$ _____

.....

(Initials)

(d) Addressing additional labels for more than one parcel
per destination per label \$ _____

(e) Drop Shipments (includes packaging and shipment
from contractors plant to various ports.....per destination.....
\$ _____

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices", initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

ATTACHMENT 1

NCS Pearson Inks

<u>Name</u>	<u>NCS Pearson Number</u>	<u>PMS Number</u>	<u>Minimum Visual PCS</u>	<u>Maximum IR PCS</u>	<u>Ink-Read Head</u>	<u>Transoptic</u>
Magenta	2	2395	70	7	N	Y
Pink	4	218	55	5	Y	N
Pink	6	232	55	4	Y	N
Purple	7	527	80	20	N	Y
Blue	12	285	75	25	N	Y
Brown	14	464	60	15	N	Y
Brown	16	487	55	4	Y	N
Purple	18	248	75	10	N	Y
Green	22	349	75	30	N	Y
Orange	24	157	55	5	Y	Y
Orange	28	178	60	5	Y	N
Red	30	191	60	4	Y	N
Maroon	31	221	70	15	N	N
Green	52	327	60	30	N	N
Green	53	347	65	25	N	N
Orange	55	173	65	10	N	Y
Green	56	355	70	30	N	Y
Tan	67	138	50	5	N	N
Brown	69	147	65	15	N	N
Blue	72	306	60	30	N	Y
Brown	74	153	65	10	N	N
Charcoal	75	11	75	25	N	N
Green	76	377	65	15	N	Y
Grey	77	425	75	30	N	N
Orange	78	158	40	30	Y	N
Orange	79	144	45	5	Y	N
Orange	80	1635	50	5	Y	N
Ice	81	305	30	20	N	N
Aqua	82	3245	20	25	N	N
Blue	83	541	75	25	N	N
Blue	84	286	75	20	N	N
Red	85	199	60	3	Y	Y
Red	88	200	65	10	N	Y
Blue	89	300	70	30	N	N
Blue	90	314	65	30	N	N
Red	91	507	70	10	N	Y
Grey	96	534	80	25	N	Y
Aqua	98	3285	65	30	N	Y

ATTACHMENT 2

Scantron Inks

<u>Scantron Name</u>	<u>Scantron Number</u>	<u>PMS Number</u>	<u>Minimum Visual PCS</u>	<u>Maximum IR PCS</u>	<u>Ink-Read Head</u>	<u>Screen Only</u>
Pink	110	709	50	3	Y	N
Yellow	120	603	3	3	N	Y
Yellow	130	114	15	6	Y	Y
Orange	140	143	45	3	Y	N
Orange	150	716	50	3	Y	N
Orange	160	164	50	3	Y	N
Magenta	170	225	55	3	Y	N
Magenta	180	2395	65	5	Y	N
Red	190	507	65	15	N	N
Red	200	710	60	2	N	N
Magenta	210	219	60	2	N	N
Red	220	1785	55	2	Y	N
Magenta	230	219	60	2	Y	N
Grey	240	436	60	22	N	N
Green	250	377	50	20	N	N
Green	260	555	65	12	N	N
Brown	270	464	65	16	N	N
Brown	280	153	65	13	N	N
Green	290	347	55	15	N	N
Purple	300	258	70	27	N	N
Purple	310	2587	75	22	N	N
Purple	320	258	75	11	N	N
Purple	330	246	65	27	Y	N
Green	340	326	55	28	N	N
Blue	350	534	80	27	N	N
Blue	360	2995	60	27	N	N
Blue	370	285	70	28	N	N
Blue	380	311	45	25	N	N
Blue	390	2728	80	30	N	N
Black	400	412	85	85	N	N

ATTACHMENT 3

Cognitronics Inks

<u>Cognitronics Name</u>	<u>Flint Ink No.</u>
Red	J-19410
Brown	J-30497
Dark Green	J-30496
Dark Blue	J-31862
Purple	J-31860
Orange	J-24882

Dropout inks used for Cognitronics format forms should be at least 60% reflective relative to magnesium oxide in IR portion of the spectrum (at approximately 950 nm).